# INSTRUCTIONS FOR THE
# PRE-APPLICATION CONFERENCE

**THE PURPOSE OF THE PRE-APPLICATION CONFERENCE**
The Pre-Application Conference is held as part of the weekly Development Review Committee meeting each Thursday at 9:00 a.m. in the City Council Study Session room, located on the 3rd floor of the City Hall. Project presentations are by appointment only, and are provided only upon the satisfactory completion of the Final Preliminary Meeting and approval by either the Community Development Director or City Planner. As projects are scheduled on a first-come-first-heard basis, and a maximum of two new projects will be presented each week, it is possible that a given project may not be scheduled for several weeks in the future. There is no guarantee as to the maximum amount of time a project may be delayed due to scheduling conflicts, nor will additional projects be heard or additional Pre-Application Conferences be scheduled in order to accommodate a particular project(s).

You will be meeting with members of the Development Review Committee, comprising representatives from City of Brighton departments, as well as external referral sources (e.g., 27J School District, United Power), for the purpose of presenting your development plans in your own words. The meeting is designed to be interactive in nature so as to maximize the amount of information exchanged regarding your proposed project.

**WHAT IS EXPECTED OF YOU**
In order to be scheduled for the Pre-Application Conference, you must have successfully completed the Final Preliminary Meeting with your Case Manager, submitted a completed *Pre-Application Conference Application*, and been given a specific date and time at which to appear by the Community Development Senior Administrative Assistant. You will be expected to provide twelve (12) complete copies of your Preliminary Plans (refer to "Submittal Requirements" handout if unsure as to what is required) for use by the members of the Development Review Committee.

You will be granted fifteen (15) to twenty (20) minutes during which time you are asked to present a summary of your proposed development, together with any features or issues you consider to be pertinent to its review. Up to fifteen (15) additional minutes following your presentation will be allowed for interactive questions and/or comments.

NOTE: Any comments not yet received from external referral agencies (to whom you should have already forwarded plans for review) may require changes to your plans; any changes to your Final Plans may, depending on their nature, delay the processing of your development application up to and including the return of your plans to a prior step within the development review process.

**WHAT YOU CAN EXPECT**
The interactive nature of the Pre-Application Conference will provide you with a relatively large amount of feedback from those responsible for reviewing your plans, as well as provide you the opportunity to address preliminary concerns expressed by City staff or referral sources.